

**Matt Blunt**  
Governor



**Michael N. Keathley**  
Commissioner

State of Missouri  
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**James Miluski**  
Director

**To: State Purchasing Committee and FMAC Members**

**From: James Miluski, Director**

A handwritten signature in black ink that reads "James Miluski".

**Re: Fiscal Year End Procurement Procedures**

**Date: January 8, 2008**

Please review the fiscal year end procurement procedures and schedule, and distribute to the appropriate personnel in your department. If you have any questions, please call Karen Boeger, Assistant Director, at (573) 751-3273.

To ensure timely processing of procurement documents at the end of the fiscal year, the following procedures should be followed.

**Requisitions – FY08 Funds**

Cutoff dates for requisitions for competitively bid purchases that will be charged to **FY08 funds** will be based on the lead time required by the Division of Purchasing and Materials Management (DPMM) and vendors for delivery of the goods or services. Please remember that the complexity of the procurement and buyer workload may affect the division's ability to complete the procurement prior to the end of FY08.

Quick Requisitions (RXQ) to request competitive bidding for commodities (with the exception of information technology hardware and software) should be for intended deliveries and installation before June 30, 2008. Therefore, all such requisitions should be received in DPMM by the cutoff date specified in the following Requisition Cutoff Schedule in accordance with the procurement/delivery lead time for the commodity desired. The lead times are estimates only and actual procurement and delivery times may vary. If an RXQ is received by DPMM after the cutoff date, the agency will be required to cancel the RXQ and issue a Non-Pre-encumbering Requisition (NR) in its place. Additionally, requisitions received after the cutoff date will be processed after all those received by the deadline which will likely necessitate the agency utilizing FY09 funds instead.

<u>Procurement/Delivery Lead Time</u>	<u>Requisition Cutoff</u>
120 + days	February 1, 2008
90 - 119 days	March 3, 2008
60 - 89 days	March 28, 2008
30 - 59 days	April 25, 2008

Non-Pre-encumbering Requisitions (NR) to request competitive bidding for professional and general services, and information technology hardware and software price agreements (contracts) to be charged to FY08 funds should be submitted to DPMM no later than February 1, 2008. Requests for proposal requirements may exceed the delivery lead times due to negotiation possibilities. Therefore, agencies should plan accordingly.

No FY08 requisitions will be accepted by DPMM after May 9, 2008, unless justification for late submittal is signed by the department director.

A list of estimated lead times for various groups of commodities and services is attached to this memorandum. If you are uncertain of the procurement/delivery lead times, you are encouraged to submit your requisitions as soon as possible. For more detailed information concerning a specific commodity or service, please contact the appropriate buyer.

For cutoff dates for FY08 payment documents, refer to the Office of Administration, Division of Accounting's Fiscal Year End Memorandum when it is issued later in this fiscal year that will include these cut-off dates.

### **Requisitions – FY09 Funds**

FY09 CONTRACTS: Non-Pre-encumbering Requisitions (NR) to request competitive bidding for price agreements with a start date of July 1, 2008 or shortly thereafter should be submitted to DPMM no later than the following:

Commodities – March 28, 2008  
Information Technology Hardware and Software -- March 3, 2008  
General Services – March 28, 2008  
Professional Services -- March 3, 2008

Please remember that the complexity of the procurement and buyer workload may affect the division's ability to complete the procurement prior to July 1, 2008.

FY09 RENEWALS: Non-Pre-encumbering Requisitions (NR) to renew price agreements expiring June 30, 2008 should be submitted to DPMM on or before March 28, 2008. In addition to all information required on a requisition for renewal, any renewal requisitions involving information technology hardware and software, including telephone systems must contain a complete contractual inventory of equipment which identifies the components for which the renewal is requested, the equipment location, and whether the contract needs to be renewed for maintenance only.

Exception: For those professional services contracts in which the amount of funds available for renewal periods cannot be identified until the completion of the budget process in the legislature, agencies may delay submission of those NR documents until the figures are identified. However, the state agency should contact the buyer in advance in these circumstances so that the buyer can expedite the processing of these late renewals upon arrival. Additionally, the state agency should consider notifying the contractors of their intent to renew and the necessary delay of the official renewal documents.

## **ESTIMATED PROCUREMENT/DELIVERY LEAD TIMES REQUIRED BY VENDORS**

These lead times are estimates only, actual procurement and delivery times may vary. Therefore, you are encouraged to submit your requisitions as soon as possible to ensure timely delivery.

<b>COMMODITY/SERVICE</b>	<b>PROCUREMENT/ DELIVERY LEAD TIME</b>
Any Project or Equipment that Requires Blueprints or Approved Drawings	120 days
Any Special Fabricated Equipment	120 days or longer
Automobiles (not on contract)	90 days
Carpeting	120 days
Copy Machines	90 days
Information Technology Hardware/Software	120-150 days
Information Technology Implementation Services	120-180 days or longer
Farm Tractors	90 days
Forklifts	90 days
Guns (Law Enforcement)	120 days
Insurance	180 days
Laboratory Equipment	90 days
Laundry Equipment (Commercial Type)	90 days
Medical Equipment	120 days
Microfilm Equipment	90 days
Printing	90 days
Printing Equipment	90 days
Radio Equipment	90 days
Restaurant Equipment (Large)	90 days
Restaurant Equipment (Small)	60 days
Steel/Steel Products	120-180 days
Telephone Systems	120 days
Trucks (Medium and Heavy Duty)	120 days
Video Equipment	90 days

## **DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**

### **Calendar of Events for the End of Fiscal Year 2008 and the Beginning of Fiscal Year 2009**

<b>February 1, 2008</b>	<p>Requisitions due for items with 120 day or more procurement/delivery lead time to be paid with <b>FY08</b> funding.</p> <p>Requisitions due for price agreements for professional and general services, and information technology hardware and software to be paid for with <b>FY08</b> funding.</p>
<b>March 3, 2008</b>	<p>Requisitions due for items with 90-119 day procurement/delivery lead time to be paid with <b>FY08</b> funding.</p> <p>Requisitions due for price agreements for <u>professional</u> services and information technology hardware and software with a start date of July 1, 2008, or shortly thereafter to be paid for with <b>FY09</b> funding.</p>
<b>March 28, 2008</b>	<p>Requisitions due for items with 60-89 day procurement/delivery lead time to be paid with <b>FY08</b> funding</p> <p>Requisitions due for price agreements for commodities or <u>general</u> services to begin July 1, 2008 and to be paid for with <b>FY09</b> funding.</p> <p>Requisitions due for renewal of price agreements that expire on June 30, 2008.</p>
<b>April 25, 2008</b>	<p>Requisitions due for items with 30-59 day procurement/delivery lead time to be paid with <b>FY08</b> funding.</p>
<b>May 9, 2008</b>	<p>Last day to submit requisition for purchases utilizing <b>FY08</b> funding without written justification signed by department director.</p>